

## Maintenance Work Order

**Client Name:** Mr. and Mrs. John Smith  
**Job Number:** 12341  
**Job Address:** 1234 Nowhere Rd  
**Suburb:** Nowhere NSW 0000  
**Mobile Number:** 0412345678  
**Email Address:** johnsmith@noemailaddress.com.au  
**Handover Date:** 15/04/21

**Maintenance Supervisor:** J Smith                      **Mobile Number:** 0101010101

**Contractor/Supplier Name:** PAINTER

Please contact UP Building and Construction Pty Ltd customer service to arrange work as listed below and advise the Maintenance Supervisor of the appointment in order to keep our database updated.

**Please carry out the following works:** Please contact the homeowner to arrange a time to re-paint the ceiling of the pergola.

**Appointment Date:** 20/5/21                      **Appointment Time:** 7.30am

**Contractor Name:** Vlad Metanova                      **Signature:** *V. Metanova*                      **Date:**  
15/5/21

**Please Note:**

A pre-arranged booking if stated above has been made. If you require an alternate day/time please contact the client directly.

If you are unable to meet an appointment date please advise our office at least 24 hours prior so that alternative arrangements can be made.

This work order is to be signed by the client and attached to the invoice.

No additional works is to be carried out without a new Work Order.

Only One Invoice per work order will be accepted.

The Subcontractor or supplier is familiar with, accepts and adopts our WHS/OHS policies. The Subcontractor or supplier accepts the work order or material order on the mutual understanding that they have current and adequate public liability insurance in addition to appropriate Work Cover Insurance. The Subcontractor or Supplier shall be responsible for rectification of defects relevant to works undertaken.

The items listed above have been completed to the satisfaction of the owner.

**Client Name:**

**Signature:**

**Date:**